

Summary of useful shortcuts on Google Drive

If you regularly store your documents from documents, images, videos, etc. on cloud storage tools, do not ignore the list of common shortcuts.

Speaking of current online storage tools, Google Drive is the most used name. Through Google accounts, users will use Google Drive as well as some other Google services applications. If we often use Google Drive to download and store documents, images, videos, . then do not ignore the common shortcuts when performing operations on Google Drive.

1. Shortcuts interacting with Google Drive Menu:

Shortcut to create new file:

1. Shift + O: Create a new form.
2. Shift + D: Create a new drawing
3. Shift + F: Create a new folder
4. Shift + T: Create a new document.
5. Shift + P: Create a new presentation file.
6. Shift + S: Create a new spreadsheet.

Shortcut with application:

1. ? or Ctrl + /: show shortcut.
2. D: Hide / show the details pane.
3. I: Hide / show active pane.
4. V: Switch between list view and grid view.
5. /: Search in Drive.
6. Q + Q: Select the image display density.
7. M: Display the last message.

Shortcut menu operation:

1. F: Act with my Driver (current directory).
2. C: Open the New Create menu.
3. A: Other tasks.
4. R: Sort files and folders.
5. T: Open the settings menu.

Shortcuts with tasks:

1. Enter or O: Open the item.
2. N: Rename the item.
3. "." (dots): Share selected items.
4. P: Preview selected items.
5. Delete or #: Delete the selected file.
6. Z: Move selected items.
7. Shift + Z: Add the selected item to another folder.
8. S: Star / cancel starring the folder.
9. Ctrl + Z: Undo.
10. Ctrl + Shift + Z: Cancel undo.

2. Shortcuts in Google Drive navigation:

1. Ctrl + Space or X or Ctrl + X: Select or remove the item.
2. Shift + ?: Expand the selection down.
3. Shift + ?: Expand the selection above.
4. Shift + ?: Expand the selection to the right.
5. Shift + ?: Expand the selection to the left.
6. J or ?: Select the item below.
7. K or ?: Select the item above.
8. L or ?: Select the item on the left.
9. H or ?: Select the right item.
10. Ctrl + ?: Move down without changing the selection.
11. Ctrl + ?: Move up without changing the selection.
12. Ctrl + ?: Move right without changing the selection.
13. Ctrl + ?: Moving left does not change the selection.
14. Ctrl + A or Shift + A: Select all items.
15. Shift + N: Delete all selections.

3. Shortcuts to move files and folders to Google Drive:

1. G + A: Displays download status bar.
2. G + T: Show top of page.
3. G + P: Display out of the directory.
4. G + N or G + F: Access my Quick Drive (Navigation pane).
5. G + L: Select the directory.
6. G + D: Displays the view details pane.
7. G + U: Displays the upload status bar.

With the above shortcut set of Google Drive, during use we will perform faster than doing with the mouse. Since then, supporting your work has been much more effective.

Refer to the following articles:

1. List of common shortcuts for Google Sheets on computers (Part 1)
1. Useful shortcuts for Google Docs
1. Summary of expensive shortcuts in Microsoft Excel

I wish you all success!

You finished reading the article "**Summary of useful shortcuts on Google Drive**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
